

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF PAGES 7
2. AMENDMENT/MODIFICATION NO. 01		3. EFFECTIVE DATE See block 16c	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE USAID/Ethiopia Acquisition & Assistance Management Office 2030 Addis Ababa Place Washington D.C 20521-2030		7. ADMINISTERED BY (If other than Item 6) CODE				
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  ALL PROSPECTIVE OFFERORS			(X)	9A. AMENDMENT OF SOLICITATION NO. 663-T-08-048		
				9B. DATED (SEE ITEM 11) 09-23-2008		
				10A. MODIFICATION OF CONTRACT/ORDER NO.		
				10B. DATED (SEE ITEM 13)		
CODE		FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ___1___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
	D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  The purpose of this amendment to the Solicitation specified in Block 9A is to provide USAID Responses to questions raised by the IQC holders. See pages 2 through 7 for USAID's responses.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lauralea Gilpin Regional Contracting Officer			
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)		16C. DATE SIGNED 10/30/08	

**TECHNICAL:**

**Q1.** Section C.4, page 17 of the RFTOP states “As such, contractor is required to co-locate key personnel, with CSOs in regional capitals, and coordinate closely with RHBs and Zonal Health Offices in...” Please clarify if the intent is indeed for the contractor to co-locate the 5 “key-personnel” required in the RFTOP with CSOs out in the regions, or if the intent is that the 5 key personnel must be co-located in one central location, they must work with CSOs in the regions, and they must coordinate closely with RHBs and Zonal Health Offices.

**R1. USAID envisions the contractor will co-locate personnel with CSO groups for more efficient roll-out of the program and achievement of deliverables. USAID anticipates that all key personnel will be located in a project office.**

**Q2.** In responding to USAID requirements to "reference them and propose collaborative relationships" (page 7), we request that USAID provide a summary of existing home-based care and economic strengthening activities and/or all other public references/citations.

**R2. This information has been provided.**

**Q3.** On page 9, there is an incomplete sentence: “Provide support to people living with HIV and AIDS (PLWHA) and their families, including home visits, provision of.” Are there additional support services to people living with HIV and AIDS that we should be considering related to this phrase?

**R3. No. The complete sentence should read:**

“Provide support to people living with HIV and AIDS (PLWHA) and their families, including home visits, provision of care services.”

**For additional technical guidance, USAID recommends that you review literature on community based care for persons living and, in addition, OGAC guidance.**

**Q4.** Page 17 of the RFTOP states: “The Contractor shall procure limited stop-gap supplies as needed for activity implementation to ensure continuity of basic and advanced palliative care services and quality control activities.” Since the amount of stop-gap supplies procured by the eventual contractor will not be dependent on that contractor's approach, but rather by needs in the selected regions, could USAID provide a standard or “plug” figure for the cost of these stop-gap supplies that can be included in the budgets of all offerors?

**R4. USAID does not have a plug figure.**

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**Q5.** On page 37, reference is made to both a past performance summary table and past performance report forms. Does USAID want both a table and forms for past performance references?

**R5. Yes**

**Q6.** Case studies are mentioned on page 37, but we do not see where case studies are described or required. Please confirm that case studies are not required as part of the RFTOP response.

**R6. Case Studies are not required.**

**Q7.** Will personnel points be determined only for key personnel or for all proposed personnel?

**R7. All proposed personnel including key personnel.**

**Q8.** From page 41, please confirm that the \$35,000,000 budget is inclusive of all five years (three-year base period plus 2 one-year options).

**R8. Yes. This includes base plus option years.**

**Q9.** Regarding this text on page 8: "Despite proposed federal legislation in Ethiopia introducing complex registration, oversight and restrictions on civil society, USAID remains committed to the capacity-enhancement of CSOs engaged in community health and HIV/AIDS." Please clarify the levels of funding that must be designated and retained by local Ethiopian owned NGOs versus funding provided to international NGOs. Also, please provide a copy of the pending legislation and information on how USAID will respond if the legislation passes.

**R9. USAID anticipates a substantial portion of this award (65% plus) will be sub-awarded to local civil society to support their significant involvement in planning, management and implementation of the program. USAID recognizes that the proposed legislation will have an impact on the ways of doing business for civil society in Ethiopia related to licensing and registration. USAID does not anticipate the legislation will substantially impact the ability of CSO to engage in community health activities. USAID does not have a copy of the current legislation. This can be obtained through the appropriate Government of Ethiopia offices.**

**Q10.** On page 8 of the RFTOP, C.3 states: "USAID requires that substantial resources and capacity shall be transferred to Ethiopian CSOs...." Please provide a plug figure for budgeting direct grants (resources) to CSOs.

**R10. See R9.**

**Q11.** Please provide a plug figure for the "...supplies and equipment (e.g., bicycles) to CSOs to catalyze service start up and outreach" cited on page 13 of the RFTOP for Component 2.

**R11. USAID does not have a plug figure.**

**Q12.** Please provide a plug figure for the "...limited stop-gap supplies as needed for activity implementation to ensure continuity of basic and advanced palliative care services and quality control activities" cited in C.4 on page 17 of the RFTOP. If a plug figure cannot be provided, what types of pharmaceuticals should Offerors budget for?

**R12. USAID does not have a plug figure.**

**Q13.** On page 17, the first paragraph in C.4 requires the Contractor "...to co-locate key personnel, with CSOs in regional capitals...." We assume that this refers to critical technical project staff, but not to the five positions designated as key personnel in L.5.2 on page 38. Please confirm that this is correct.

**R13. See R1.**

**Q14.** On page 18, C.5 requires the Contractor to "...incorporate the national and international performance indicators into its Performance Monitoring Plan (PMP)." Are these indicators the performance targets shown in the table on page 19? If not, please provide a list of the required national and international performance indicators.

**R14. Please review USAID, OGAC and UNAIDS publications.**

**Q15.** On page 40, L.5.3 requires the Offeror to "...submit a preliminary...PMP that shows how performance is assessed and undertaken in timely basis" in the Institutional Capacity and Past Performance Section of the technical proposal. However, evaluation criterion M.5-Institutional Capacity and Past Performance on page 45 makes no reference to the PMP. Evaluation criteria M.3 and M.4 also make no reference to the PMP. On what basis and under which evaluation criterion will USAID evaluate the Offeror's preliminary PMP?

**R15. Offeror is encouraged to submit as reference to the proposal but this will not be formally rated as part of the evaluation.**

**Q16.** On page 40, L.5.3 requires the Offeror to submit a "(d)etailed schedule of activities upon award" in the Institutional Capability and Past Performance section of the technical proposal.

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- A. Is a detailed schedule of activities equivalent to the project implementation plan?
- B. What period of time should this schedule cover? Year 1? The base period (years 1-3? Years 1-5?
- C. Evaluation criterion M.5-Institutional Capacity and Past Performance on page 45 makes no reference to the activities schedule. Evaluation criteria M.3 and M.4 also make no reference to the activities schedule. On what basis and under which evaluation criterion will USAID evaluate the Offeror's activity schedule?

**R16. a) Yes                      b) Base period.                      c) Offeror is encouraged to submit as reference to the proposal but not formally rated as a part of the evaluation.**

**Q17.** On page 37, L.5.1(b) requires past performance references.

- A. Are these required for the prime contractor only, or also for subcontractors?
- B. How many PPRs are required?

**R17. a) When the total amount of the subcontracts are 25 percent or greater of TEC.  
B) Three recent past performance reviews of similar activities.**

**Q18.** On pages 38-40, L.5.2 requires describing the experience and qualifications of key personnel in the Personnel section of the technical proposal. On page 40, L.5.3 requires that the Institutional Capability and Past Performance section "(d)escribe the roles and responsibilities of staff and stakeholders and their assigned management roles and responsibilities" and provide a "(c)omplete staffing plan with underlying rationale...an organizational chart demonstrating lines of authority and staff responsibility, and a brief position description for each technical staff." However, these two items required in L.5.3 (roles/responsibilities and staffing plan) appear to fall under the second bullet in evaluation criterion M.4-Personnel, not under M.5-Institutional Capability and Past Performance. Please advise regarding which section of the technical proposal should address these two items and under which evaluation criterion they will be assessed.

**R18. L.5.2 maps to M.4, L.5.3 maps to M.5.**

**Q19.** There appears to be a typographical error in the 7<sup>th</sup> bullet on page 9. What words should follow "provision of"?

**R19. See R.3.**

**Q20.** In C.5 on page 18, one of the deliverables/performance standards is “Community plan for economic strengthening jointly established with zonal, woreda and municipal officials and the private sector.” We assume that this means one plan per town/community, rather than a single project-wide plan. Please confirm that this is correct.

**R20. Correct.**

**Q21.** In Annex A on page 47 and Annex B on pages 48-50, the priority areas for community care overlap with some of the current USG-supported sites. Is the contractor expected to target these priority sites at project start-up or phase them in as current USG activities on Annex B phase out?

**R21. USAID asks the offeror prioritizes towns that overlap with the existing High Risk Corridor in Oromia, Afar and Dire Dawa since this project will transition to a new mechanism in March 2009.**

**Q22.** On page 7, C.2 states: “USAID requires the Contractor to support work by CSOs in 300 towns in Ethiopia.” We assume that the target of 300 towns must be met by year 5 of the project. Please confirm that this is correct.

**R22. USAID requests the offeror to reach 120 towns within 12 months of the award.**

#### **MISCELLANEOUS:**

**Q1.** Please confirm that the budgets on CD-ROM may be mailed with the hard copy submission postmarked on the due date and time.

**R1. If proposals received electronically on the due date and time, the budget on CD may be mailed with the hard copy submission postmarked on the due date and time.**

**Q2.** From page 42, please confirm that a Branding and Marking plan will be required upon award rather than with the proposal submission.

**R2. This will be submitted during negotiations from pre-selected organization.**

**Q3.** On page 42 of the RFTOP, the Cost-Plus-Fixed-Fee budget includes a line item for Overhead and a line item for Material Overhead. Please clarify what the difference is between these two line items.

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**R3. Omit Material Overhead from the budget line item.**

**Q4.** We assume that we should not select local organizations to serve as grantees prior to contract award. Is this correct?

**R4. If local organization is a major implementer in the proposal they should be identified in the proposal.**

**-End of Questions and Responses-  
- END OF AMENDMENT 01 TO RFTOP 663-T-08-048 -**